

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer
December 18, 2007

Job Title: Human Resource Specialist-Staff Recruiter	Position No.: 64111029
Division: Human Resource	Bargaining Unit: None
Location: Helena	Supplement: Yes
Status: Full time/ Permanent	Shift: 8:00 – 5:00 M-F
Salary: \$16.064 - \$20.08 DOE	Band 6
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.	

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406)444- 4551

email to hrcen@mt.gov

No later than 5:00 p.m., January 7, 2008

Application materials are available on the web at www.cor.mt.gov. Try our NEW on-line application process at this link.

Special Information: : Work is typically performed in a normal office environment. Some in-state travel is required. Will be required to work with offenders under the department's supervision.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

As a senior HR generalist the incumbent will be responsible for:

1. Advise managers and staff in assigned department(s) on all HR related issues to include:
 - A. Classification and pay issues.
 - B. Contract interpretation and enforcement. Planning for labor contract negotiations.
 - C. Disciplinary procedures
 - D. Policy and procedure.
 - E. Recruitment and selection procedures
 - F. Federal employee protective statutes (FLSA, FMLA, EEO, ADA, ADEA,)
 - G. Training managers on topics related to management of employees.
2. Gather data, analyze, and design or assist in the design of proactive initiatives to deal with issues related to most effective use of our agency human resources to serve the mission of the Department of Corrections
3. Doing investigations of HR issues as assigned.

In addition this employee will be assigned as the department's recruiter. This position will develop a comprehensive understanding of staff recruitment and retention concerns and trends. The position will design a comprehensive and proactive recruitment plan to address: difficult to recruit occupations, turnover issues, and career succession planning. This will be accomplished by conducting research and analysis to determine evolving labor trends, assessing and determining recruitment project requirements, and identifying all available resources to develop effective and appropriate correctional recruitment practices. This position will produce monthly reports for review and approval by the management team outlining the month's recruitment strategies, outcomes from the previous month and for approval of costs of the program.

The position will develop means for identifying potential job applicants and coordinating agency recruitment efforts by developing and maintaining a network system with Montana Job Services, private Employment Agencies, the University System Placement Offices, Military Services recruiters and other potential recruitment sources.

This position is responsible for designing, and staffing recruiting booths for job fairs, universities, and other functions. The incumbent is responsible for researching and purchasing all forms of media campaign and recruiting tools. The position must identify the most cost efficient avenues for improving recruitment results and provide data to support such conclusions.

The incumbent is responsible for designing and overseeing a comprehensive exit interview program and analyzing employee exit interviews to determine organizational issues, trends or other causal factors which contribute to agency and program/facility turnover and provide reports to the HR Bureau Chief.

Qualifications:

Working knowledge of the Department of Corrections functions, applicable Human Resources issues, and advertising and marketing - ability to work as staff recruiter to attract potential job applicants.

Substantial knowledge of advertising media and cost benefit analysis.

Customer Service – incumbent must insure that they keep focused on the needs of the various agency programs and facilities in designing a coordinated outreach system for recruitment.

Working knowledge of the state and agency Competency based Human Resource management materials and related SABHRS systems.

Must have ability to maintain effective working relationships with agency staff, other agency officials, media, advertising agencies and the public. Incumbent must demonstrate the ability to work and relate well with a wide variety of professionals. The position requires the ability to solve problems following the appropriate policies, procedures and regulations while keeping attention to details regarding Human Resources and EEO.

Must possess a superior ability to communicate both orally and in writing to match the style of communication to meet the needs of the audience being addressed or targeted.

Competencies:

Communication - Able to clearly present information through the spoken and written word; read and interpret complex information; talk to the general public and disillusioned employees; listen well. In particular, must have persuasive communication skills to sell agency employment to target audiences.

Analytical skills – must be able to gather relevant data and to organize and assess the data for patterns and trends and then provide those results to agency managers in a way that is credible and fosters support for recruitment efforts designed.

Relationship Management - Able to develop rapport with others and recognize their employment skills, concerns and feelings; build and maintain associations.

Respecting Diversity - Able to adapt behavior to others' styles; interact with people who have different values, cultures, or backgrounds; be of service to difficult people; optimize the benefits of having a diverse workforce.

Decision Making & Problem Solving - Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics; review facts and weigh options.

Flexibility - Able to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying recruitment or staff retention opportunities.

Policies, Process, and Procedures - Able to act in accordance with established guidelines; follow standard procedures in crisis situations; communicate and enforce organizational policies and procedures; develop correctional policies related to staff recruitment and retention.

Education and Experience:

The above knowledge, skills, abilities and competencies required to perform this position are typically acquired through a combination of education and experience equivalent to a Bachelors degree in Human Resources, Public Administration, Business Administration, or a related field, with one to two years of job-related work experience. Demonstration of competencies may be used to offset some of the education and experience requirements. Some corrections or law enforcement experience is preferred. **THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT.**

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. College transcripts.
3. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
4. Authorization to Release Information. This Authorization is required for all position within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH**** (See Attachment)
5. Completed Supplemental Questions. (See Attachment)

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

SUPPLEMENTAL QUESTIONNAIRE

Job Title:	Human Resource Specialist-Staff Recruiter	Position Number:	11011
Application Deadline:	January 7, 2008	Department:	Corrections

Instructions: Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your response must be printed clearly or typed on standard paper. Each response should be clear and concise. Please put your name and the position for which you are applying on each sheet. This supplement is reviewed separately from the state application. It is part of the applicant evaluation process.

Your response will be reviewed and scored both for content and for writing and composition skills. Response should be no more than one page in length.

1. This position is assigned some significant responsibilities with respect to agency recruitment. Please describe your experience and training related to recruitment issues and responsibilities as these relate to internal staff, to program clients and to the public.

Job Title:	Human Resource Specialist-Staff Recruiter	Position Number:	11029
Application Deadline:	January 7, 2008	Department:	Corrections

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used: (i.e.: maiden name, previous married names)	
Social Security Number:	
Date of Birth:	
List of states where you have resided:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____ **Date:** _____